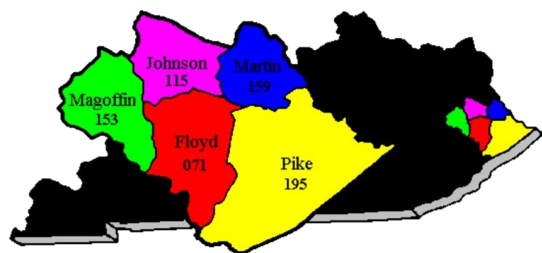




Big Sandy Area Development District



To send in a registration form, or for more information, please contact:

Terry Trimble

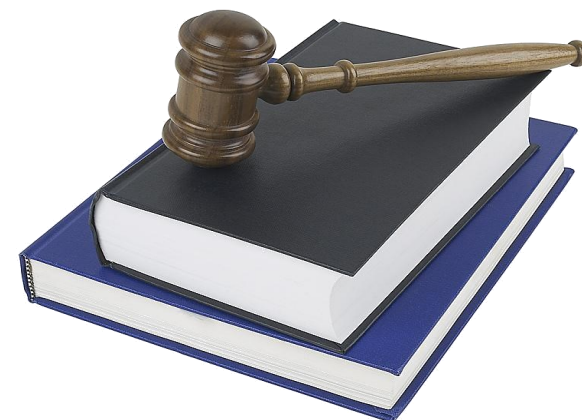
Big Sandy Area Development District
110 Resource Court
Prestonsburg, KY

(606) 886-2374
Terry.trimble@bigsandy.org

Big Sandy Area Development District
110 Resource Court
Prestonsburg, KY 41653

2016 BSADD TRAINING PROGRAM

Understanding Open Meetings, Open Records, and Records Management: What You Don't Know *Can* Hurt You



Presented by:

AMYE BENSENHAVER

Office of the Attorney General

Trace Kirkwood

Kentucky Dept. for Libraries and Archives

Kris Justis

Kentucky Dept. for Libraries and Archives

June 14, 2016

8:30 - 4:00 PM

BSADD Conference Center

Training Overview:

Open Records Act: Purpose and Construction, General Requirements, Duties in Responding to Open Records Requests, Copying costs/Formatting Statutory, Exceptions to the Right of Inspection, Legal Challenges, Role of the Attorney General.

Open Meetings Act: Purpose and Construction, General Requirements, Duties in Responding to Open Meetings Complaints, Statutory Exceptions Authorizing, and Requirements for, Closed Sessions, Regular and Special Meetings/Video teleconferencing, Legal Challenges, Role of the Attorney General

Records Management: Basic principles of managing public records, Use of retention schedules, Destruction of obsolete records

Electronic Records: Maintaining & Preserving Electronic Records, Managing E-Mail Records

Who Should Attend

City and County Officials, Public Agency Employees or Representatives, Attorneys Representing State or Local Government Agencies, SPGE's, Education Administrators

****County Officials Training Program****

****KLC City Officials Training Center****

****Approved CLE Credits by the KBA Pending****

Fee Schedule

\$6.00—Includes Course Materials, Certificate of Attendance, and Refreshments.

Please pre-register so that adequate materials may be prepared.

Instructors

Amye L. Bensenhaver, JD

Assistant Attorney General
Kentucky Office of the Attorney General

Trace Kirkwood

Manager: Local Records Program
Kentucky Dept. for Libraries and Archives

Kris Justis

Electronic Records Analyst
Kentucky Dept. for Libraries and Archives

Agenda

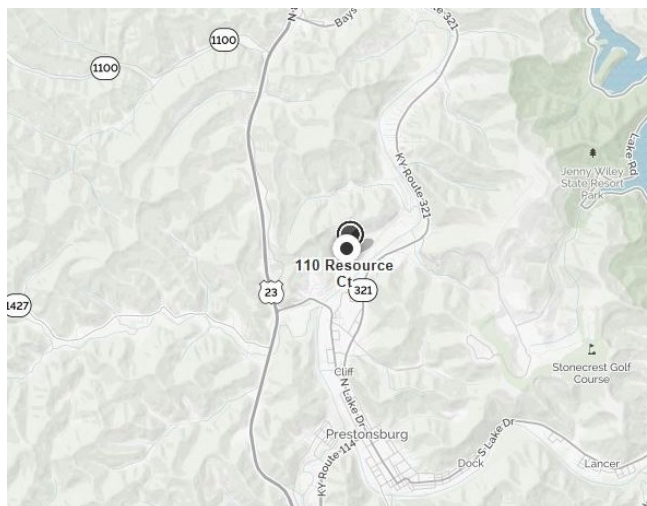
8:30 - 11:30 AM Open Meetings/Open Records

*****LUNCH - On Your Own*****

1:00 - 4:00 PM Records Management

Location

BSADD Conference Room
110 Resource Court
Prestonsburg, KY 41653



REGISTRATION FORM

Understanding Open Meetings, Open Records, and Records Management: What You Don't Know *Can* Hurt You

Tuesday, June 14th

Name _____

Title _____

Agency _____

Address _____

Phone _____

Email _____

Please Check

**Session I: Open Records/
Open Meetings**

8:30 - 11:30 AM

Session II: Records Management

1:00 - 4:00 PM

Fee: \$6 All day Total Included \$ _____

Invoice Requested _____

Checks Payable to BSADD

Registration may also be paid at the door the day of event

Please return on or before

June 10, 2016

Please mail registration forms to:

Terry Trimble

110 Resource Court
Prestonsburg, KY 41653

Terry.trimble@bigsandy.org